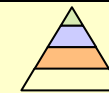










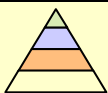
**Nearly one in four construction jobs involved white collar work!**



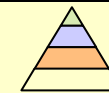
## CONSTRUCTION WHITE COLLAR JOBS

Description	Education/Training (See Key Below)	May 2003	
		Employment	Average Wage*
<b>Accountants and Auditors:</b> <i>Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data.</i>		220	\$25.58
<b>Bookkeeping, Accounting, and Auditing Clerks:</b> <i>Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.</i>		720	\$15.50
<b>Civil Engineers:</b> <i>Perform engineering duties in planning, designing, and overseeing construction and maintenance of building structures, and facilities, such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, water and sewage systems, and waste disposal units.</i>		290	\$26.71
<b>Construction Managers:</b> <i>Plan, direct, coordinate, or budget, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems. Participate in the conceptual development of a construction project and oversee its organization, scheduling, and implementation.</i>		760	\$41.19
<b>Cost Estimators:</b> <i>Prepare cost estimates for product manufacturing, construction projects, or services to aid management in bidding on or determining price of product or service. May specialize according to particular service performed or type of product manufactured.</i>		620	\$28.81
<b>Financial Managers:</b> <i>Plan, direct, and coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.</i>		100	\$37.07
<b>First-Line Supervisors/Managers of Office &amp; Administrative Support Workers:</b> <i>Supervise and coordinate the activities of clerical and administrative support workers.</i>		250	\$23.30
<b>General and Operations Managers:</b> <i>Plan, direct, or coordinate the operations of companies or public and private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services.</i>		380	\$53.45

- More - 



**Nearly one in four construction jobs involved white collar work!**



## CONSTRUCTION WHITE COLLAR JOBS

Description	Education/Training (See Key Below)	May 2003	
		Employment	Average Wage*
<b>Office Clerks, General:</b> <i>Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring limited knowledge of office management systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.</i>		680	\$11.60
<b>Payroll and Timekeeping Clerks:</b> <i>Compile and post employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions. May prepare paychecks.</i>		110	\$15.72
<b>Receptionists and Information Clerks:</b> <i>Answer inquiries and obtain information for general public, customers, visitors, and other interested parties. Provide information regarding activities conducted at establishment; location of departments, offices, and employees within organization.</i>		70	\$11.54
<b>Secretaries, Except Legal, Medical, and Executive:</b> <i>Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.</i>		510	\$14.74

\* Wages covered workers with different levels of experience.

### Key to Education/Training:

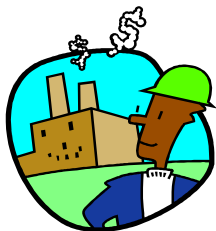
**Short-term on-the-job training:** Skills can be acquired during a short demonstration of job duties or during 1 month or less of on-the-job experience or instruction.

**Moderate-term on-the-job training:** 1-12 months of combined on-the-job experience and informal training.

**Work experience in a related occupation:** Many occupations in this category are supervisory and require experience in the occupation that is being supervised.

**Bachelor's degree:** Requires at least 4 years, but not more than 5 years, of full-time academic study beyond high school.

**Bachelor's or higher degree, plus work experience:** Most occupations in this category are managerial. They require experience in a related non-management position and a bachelor's or higher degree.



State of Hawaii  
Department of Labor and Industrial Relations  
Research and Statistics Office  
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October 2004